

Title 16: History, Humanities and Arts - Mississippi Library Commission

Part 110: BOARD OF COMMISSIONERS

Part 110 Chapter 1: Bylaws of the Board

Rule 110.1.1 Membership. Appointments to the Board are made by the governor in accordance with §39-3-101. Membership consists of two members at large, one librarian with a master's degree in library science from a school accredited by the American Library Association, one public library trustee, and one representative, the president or her designee from the Mississippi Federation of Women's Clubs.

- A. Terms of Office. Members shall be appointed for five-year, staggered terms. Each member will hold office until his or her successor is appointed or the member's death or resignation.
- B. Compensation. Board members receive no compensation other than actual traveling expenses incurred while on business for the Library Commission as required by §39-3-105.
- C. Vacancies. Vacancies shall be filled by gubernatorial appointment for the unexpired term.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 110.1.2 Officers and Duties. Nomination and Election of Officers - The Board shall annually elect officers, Chairperson, Vice-Chairperson, and Secretary, nominated by a committee appointed by the Chairperson. No member shall serve more than one (1) consecutive year as chairperson.

- A. Chairperson. The Chairperson presides at all Board meetings; executes all documents authorized by the Board; calls special meetings or reschedules a regular meeting; appoints ad-hoc committees; represents the Library Commission and the Board as required; exercises and performs such other powers and duties as necessary to carry out Board responsibilities; and, in general, performs all duties incident to office of Chairperson.
- B. Vice Chairperson. The vice chairperson serves in the absence of a Chairperson, performing all duties of Chairperson; perform such other duties as may be prescribed by the Chairperson or the Board.
- C. Secretary. The secretary shall keep a true and accurate record of Board meetings and may be assisted by the Executive Director or a designated staff member of the Library Commission. Minutes shall be kept in accordance with §25-41-11.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 110.1.3 Meetings.

- A. Open Meetings. All meetings of the Board shall be conducted in compliance with the Mississippi Open Meetings Act, codified in §25-41-1 to §25-41-17. Any member of the public may attend Board meetings.
- B. Persons with Disabilities. The Board shall hold all meetings in buildings accessible to persons with disabilities. Persons with disabilities wishing to participate who require auxiliary aids and services such as interpreters, note takers, readers, Braille materials or large print materials shall contact the Library Commission at least five (5) working days prior to the meeting.
- C. Regular Meetings. The Board shall meet at least six (6) times per year, or upon call by the Chairperson. Regular meetings of the Board shall take place on the fourth Tuesday of the month, at the Library Commission building unless otherwise predetermined by the Board.
- D. Notice. Notice of all meetings shall be consistent with the Open Meetings Law and other applicable statutes.
- E. Order of Business. The Executive Director and the chairperson of the Board shall set the order of business for regular meetings of the Board. Board members may decide that a point of business is necessary and place that point of business on the agenda without prior notice.
- F. Special Called Meetings. The Board Chairperson or a majority of Board members have the authority to call a special meeting of the Board.
 - 1. Notice - Notice and conduct of said meetings shall be consistent with the Open Meetings Law and other applicable statutes.
 - 2. Order of Business - No business shall be transacted at a called special meeting except that mentioned in the notice of the meeting.
- G. Teleconference or Video Meetings. The Chairperson shall decide, at least seven (7) days prior to the proposed meeting date, on conduct of a Board meeting via teleconference or video.
- H. Notice and conduct of said meeting shall be consistent with the Open Meetings Law and other applicable statutes.
- I. Executive Sessions. Executive sessions shall be called as prescribed in §25-41-7. The reasons for entering executive session shall conform to those given in §25-41-7.
- J. Quorum. A majority of the Board members, three (3), or more constitutes a quorum at all meetings of the Board and shall be necessary for the purposes of voting or taking action. Where no vote is needed and no action is required, those members present may receive information and discuss matters of business.
- K. Board Actions. An act on the part of the majority at which a quorum is present shall be the act of the Board unless statute requires action by a greater number. The method of voting

shall be by voice vote unless any one (1) member of the Board requests a roll call vote. In the event of a Board meeting conducted via teleconference/video means shall be recorded by name in roll-call fashion and recorded in the minutes.

- L. Parliamentary Authority. *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings. Rules may be relaxed by the Chairperson with no objection from Board members.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 110.1.4 Conduct of Persons Attending Meetings.

- A. Any person attending a meeting of the Board shall act in a courteous, professional manner. The authority of the chairperson of the Board shall be observed.
- B. Public Participation in Board Meetings.
 - 1. Requests to Place Business on the Agenda - Persons may request to place specific business on the agenda by making a written request to the Executive Director. The request shall be specific about the issue or topic of business. The request and any relevant data shall be received at least ten (10) working days prior to a scheduled Board meeting so that Board members have adequate time to receive and evaluate the material.
 - 2. Public Comments - Persons wishing to make brief comments at a Board meeting shall register on a Public Comments sheet which is available prior to the start of each Board meeting and state the topic to be addressed; be acknowledged by the Chairperson; and limit remarks to two (2) minutes.
 - 3. Presentations to the Board - Persons wishing to make formal presentations before the Board shall submit a written request to the Executive Director not less than ten (10) days prior to a scheduled Board meeting. Presentations shall be allowed at the discretion of the chairperson. The chairperson may impose limits on the length of time each person may speak. Members of the public attending a Board meeting shall have no standing in the conduct of the business of the Board.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 110.1.5 Committees.

- A. Standing Committees. The Chairperson may appoint Board members to ad hoc committees to support various Board activities and responsibilities. Responsibilities and powers of such committees may be established, changed, or disposed of at any time by an affirmative vote of the Board.
- B. Other Committees. Other committees to undertake special projects may be established by the Board. Committee members may be appointed and removed by the chairperson. Staff members may be appointed to assist other committees of the Board.

C. Committee Authority. Committees shall have only advisory power.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).